USER MANUAL

ELECTRONIC CASH REGISTER

CX-3500

Revision History

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	20.05.2010	Error messages updated	LM
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Table of Contents

REVISION HISTORY **2**
TABLE OF CONTENTS **3**
INTRODUCTION **5**
WARNINGS **6**
1 SYMBOLS AND TERMS **7**
1.1 SYMBOLS USED IN THIS MANUAL: 7
1.2 TERMS USED IN THIS MANUAL: 7
2 TECHNICAL SPECIFICATION **8**
2.1 ECR FEATURES 8
2.2 ECR PARAMETERS 8
2.3 PRINTER 8
2.4 DISPLAY 8
2.5 KEYBOARD 9
2.6 OPERATION MODES 9
2.7 COMMUNICATION 9
2.8 POWER 9
2.9 NOTE TESTER 9
3 BASIC OPERATIONS **10**
3.1 ELECTRONIC CASH REGISTER CX-3500 10
3.2 EXTERNAL CONNECTION TERMINALS 11
3.2.1 TERMINAL LOCATION: 11
3.2.2 APPLICATION 11
3.3 ACCESSORIES 12
3.3.1 STANDARD ACCESSORIES 12
3.3.2 OPTIONAL ACCESSORIES 12
3.4 EXTERNAL EQUIPMENT 13
3.5 UV DETECTOR (OPTIONAL ACCESSORY) 14
3.6 ELECTRONIC JOURNAL FUNCTION 14
3.7 PAPER CHANGE 14
3.8 KEYBOARD 15
3.9 KEY FUNCTIONS 15
3.10 OPERATING MODES 18
3.11 DISPLAY 19
3.11.1 CLERK DISPLAY STATUS: 19
3.11.2 CUSTOMER DISPLAY STATUS: 20
4 DISPLAY MESSAGES **21**
4.1 STATUS NOTIFICATIONS 21
4.2 OPERATION WARNINGS 21
4.3 TRANSACTION WARNINGS 22
4.4 PRINTER WARNINGS 22
4.5 SALE FINALIZATION WARNINGS 23
4.6 MEMORY PROCESS WARNINGS 24
5 CLERK REGISTRATION **25**
6 OPERATION IN REGISTRATION MODE **26**
7 SALE OPERATIONS **27**
7.1 RECEIPT SAMPLE 27

7.2 ITEM REGISTRATION SAMPLE....28
7.3 DEPARTMENT REGISTRATION....29
7.3.1 DEPARTMENT REGISTRATION WITH PRESET PRICE....30
7.3.2 DEPARTMENT REGISTRATION WITH MANUAL PRICE....31
7.3.3 SINGLE ITEM DEPARTMENT REGISTRATION....32
7.4 PLU REGISTRATION....33
7.4.1 STANDARD PLU REGISTRATION....34
7.4.2 MANUAL PRICE PLU REGISTRATION:....35
7.4.3 SINGLE ITEM PLU REGISTRATION....36
7.4.4 PLU NAME AND PRICE DISPLAY....37
7.5 DISCOUNTS AND SURCHARGES....38
7.5.1 DISCOUNTS AND SURCHARGES FOR THE ITEM REGISTERED....39
7.5.2 DISCOUNTS AND SURCHARGES FOR SALE....40
7.6 PAYMENTS....41
7.6.1 CASH TENDERS....42
7.6.2 NON-CASH TENDERS....43
7.6.3 SPLIT TENDERS....44
7.6.4 CURRENCY TENDERS....45
7.7 ERROR CORRECTIONS....46
7.7.1 LAST ENTERED ITEM CANCEL....47
7.7.2 PREVIOUS REGISTRATION CANCEL....48
7.8 RETURN OPERATIONS....49
7.9 NON-ADD NUMBER PRINT....50
7.10 NON-ADD TEXT COMMENT PRINT....51

8 OUTSIDE SALE OPERATIONS....52

8.1 TIME AND DATE DISPLAY....53
8.2 NO SALE OPERATIONS (OPTIONAL EQUIPMENT)....54
8.3 LAST RECEIPT COPY PRINT....55
8.4 RECEIVED ON ACCOUNT....56
8.5 PAID-OUT OPERATIONS....57

9 REPORTS....58

9.1 REPORT PRINTING COMMANDS....59
9.2 FISCAL REPORT COMMANDS....60
9.3 FINANCIAL REPORT....61
9.4 DEPARTMENT REPORT....63
9.5 PLU REPORT....64
9.6 HOURLY REPORT....65
9.7 DRAWER REPORT....66
9.8 CLERK REPORT....67

INTRODUCTION

Thank you for choosing the cash register CX-3500. We are sure that this investment will prove to be cost-effective in due time and in future you will save your time and assets thanks to your new equipment – the simple, yet complicated cash register.

To provide uninterrupted performance of the cash register during the guarantee period and upon its expiry, as well as save additional exploitation costs, please:

- before using this cash register, carefully read this manual;
- follow that all operators are trained to work with ECR at your dealer;
- do not permit untrained stuff to operate this cash register;
- do not use the cash register in inappropriate environment and manner;
- use only approved paper rolls **58/50TERMO** (58 mm wide, max Ø 50 mm, can be purchased at UNIWELL);
- do not open the sealed covers of the cash register;
- follow all safety regulations and fire-prevention regulations.

In this user manual all basic cash register functions are described.

We wish you and your company good luck, and congratulate you on the successful purchase!

If the electronic cash register does not work properly, please do not try to fix it on your own!

Contact your cash register dealer and ask for professional support.

Your dealer:

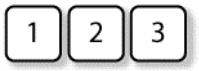
WARNINGS

Before operating the ECR, please, carefully read the user manual to avoid errors or misuse.
This user manual contains important information and messages about using the ECR.

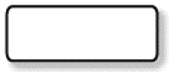
CAUTION!
Do not place liquids on ECR surface!
Do not open the casing and disassemble ECR!
Do not allow foreign bodies to get into the ECR!
Do not disconnect ECR from power supply while it is still turned on!
Do not use ECR if the power supply cable is damaged!
Do not allow untrained staff to work with ECR!
Do not allow ECR operation with inappropriate paper roll!
Always unplug the device before moving it, otherwise you can damage the cord and it may result in fire or electric shock.
To avoid fire or electric shock, immediately unplug the power cord from the outlet if: 1) The ECR heats up, produces smell, smokes or makes unusual noise 2) The ECR is dropped or damaged 3) Liquid is spilled on the ECR. Contact your dealer or authorised service centre!
Do not plug in or unplug the cord with wet hands. You risk receiving electric shock.
Never place the device on unstable surfaces or in slopes. Make sure the ECR is properly placed and cannot fall over causing injuries.
Do not place or mount any heavy load on the device, making the ECR unstable, and causing the risk of falling off or falling over and causing injuries.
Do not operate the ECR in humid or dusty surroundings, or where the device comes in contact with steam fumes.

1 SYMBOLS AND TERMS

1.1 SYMBOLS USED IN THIS MANUAL:



- indicates the numeric key entry.



- indicates the function key depression.

- indicates the optional function key depression that can be skipped.

< > - a process of series to be performed, e.g. registration.

[ ] - this designates the function key to be pressed, indicated by explanations.

- to be considered while working with the ECR 3050.

1.2 TERMS USED IN THIS MANUAL:

- registration -	the process of a number and a function key entry.
- sale -	the series of item registration which is to be finalized by payment media key.
- numerals -	keys 1- 9, 0, 00, . , used for numeric value, amount entry
- function keys -	keys used to process entered values or amounts. [Receipt feed] and [Journal feed] keys do not belong to function keys.
- media -	tender payment type (e.g. cash, credit, charge etc.)
- payment -	registration of payment means for finalizing the item registration
- receipt -	a printed acknowledgment of a transaction
- reports -	information about sales data

2 TECHNICAL SPECIFICATION

2.1 ECR FEATURES

PLU:	up to 5000
Link PLU:	1000
Departments:	8
Taxes:	5
Tender media:	3
Currency:	5
Modifiers:	4
Operators:	20
User profiles:	6
Receipt header:	7 lines, graphic logo
Receipt footer:	3 lines

2.2 ECR PARAMETERS

Dimensions:	220 W x 280 D x 118 H mm
Weight:	1.6 kg
Case:	plastic
Case colour:	Iron Grey
Power consumption:	25W Max, 5W stand-by
Operation temp.:	0^0C - 40^0C
Absolute humidity:	10% - 80%

2.3 PRINTER

Printer:	Thermal
Print speed:	60 mm/s (13 lines/s)
Resolution:	8 dots/mm
Print width:	32 character
Paper width:	1 x 57 mm
Print sensors:	receipt paper end

2.4 DISPLAY

Clerk display:	128 x 64 dots
Client display:	LED,1 x 10 digits

2.5 KEYBOARD

Keyboard:	stroke
Number of keys:	33 standard-sized keys + 1 double-sized key

2.6 OPERATION MODES

4Modes:	PRG – programming mode
	REG – registration mode
	X – report mode (saving current readings)
	Z – report mode (zeroing current readings)

2.7 COMMUNICATION

Communication ports:	2 x RS232
SD card slots:	2 x SD card slots

2.8 POWER

Power adapter:	UNIWELL-U95A3; 9,5 V DC
Rechargeable battery:	UNIWELL rechargeable battery, Li-Ion, 2400 mA

2.9 NOTE TESTER

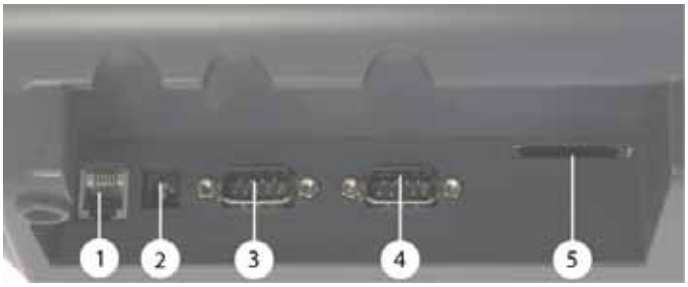
Counterfeit detector:	UV LED

3 BASIC OPERATIONS

3.1 ELECTRONIC CASH REGISTER CX-3500

3.2 EXTERNAL CONNECTION TERMINALS

3.2.1 TERMINAL LOCATION:



① - Drawer terminal

② - Power adapter terminal

③ - COM 2

④ - COM 1

⑤ - SD card slot

3.2.2 APPLICATION

Terminal name	Applied connection
Drawer	Use for cash drawer UNIWELL SB/SG connection
Power adapter	Use for AC/DC power adapter UNIWELL-U95A3 connection
COM 2	Use for PC, barcode scanner or scale connection
COM 1	Use for PC, barcode scanner or scale connection
SD card	Use for external SD card insertion

Connect ONLY the intended equipment to CX-3500 terminals!

Do not attach any kind of TNV circuit (telephone line) equipment to Drawer terminal!

Connection of unspecified external devices may cause serious damage of cash register or risk of fire or electric shock!

3.3 ACCESSORIES

3.3.1 STANDARD ACCESSORIES

	Power adapter Type : AC/DC Adapter Model : UNIWELL-U95A3 Input : 100-240V 50/6-0Hz Output : 9.5V DC, 3A
	Battery UNIWELL rechargeable battery, Li-Ion, 2400 mA

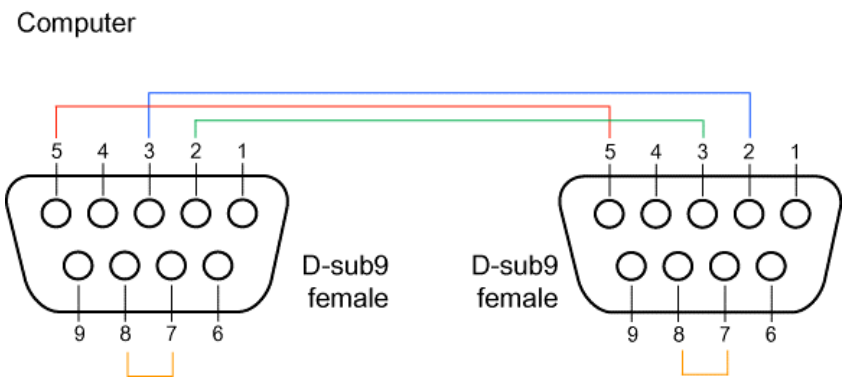
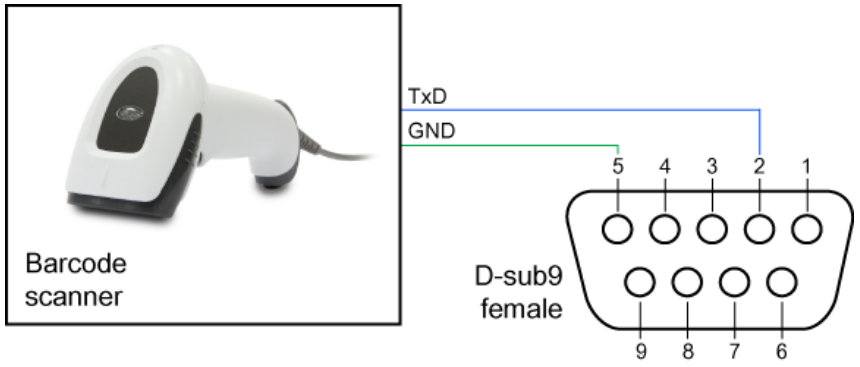
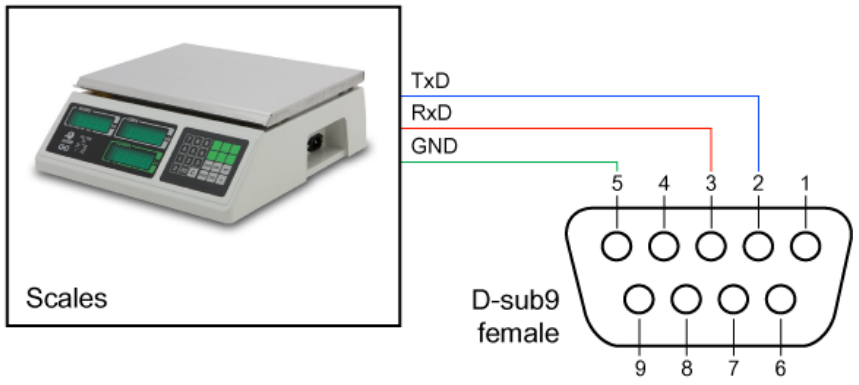
3.3.2 OPTIONAL ACCESSORIES

	Cash drawer UNIWELL SB (black) UNIWELL SG (grey)
	UV counterfeit detector UNIWELL 3000 UVLED

To reduce the risk of the electric shock and to reduce annoying interference, use the recommended accessories ONLY!

3.4 EXTERNAL EQUIPMENT

CX-3500 cash register can be connected to additional equipment:

Equipment and cable connection	RS232 port standard settings
	Baud: 38400 Data bits: 8 Parity: odd Stop bit: 1 Flow control: none
	Baud: 9600 Data bits: 8 Parity: no Stop bit: 1 Flow control: none
	Baud: 9600 Data bits: 8 Parity: no Stop bit: 1 Flow control: none

Please request more information about the external equipment at your authorised dealer.

3.5 UV DETECTOR (OPTIONAL ACCESSORY)

The ultraviolet light of the UV detector is used to check banknotes or security bars. The counterfeit detector can be used to check paper money, identification cards, tickets or other documents that include UV safety elements.

UV detector can be activated **only during the tender.** Pres key CASH and hold it for more than 3 seconds.

3.6 ELECTRONIC JOURNAL FUNCTION

ECR 3050 comes only in the electronic journal version. Cash register provides control data storage in two independent storage locations, one of them located inside the register, but the other can be connected as a module and accessed externally.

Make sure that external data storage for electronic journal in inserted in the ECR (SD card is inserted in the SD card slot).

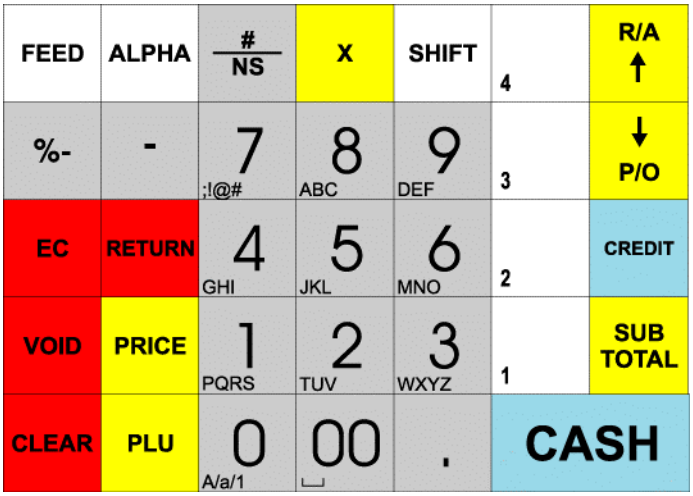
> ⚠ ECR operation is blocked and its functions are prohibited, if “External data storage” is not inserted in the SD card slot or the storage unit is damaged.

3.7 PAPER CHANGE

1. Open printer cover, holding it by the visible opening in the case and lifting it up.
2. Simply remove the empty receipt roll.
3. Insert the new roll. Note correct winding direction.
4. Pull out the receipt roll (so that it reaches out longer than the part where printer cover is closed).
5. Firmly close the printer cover, slightly pushing it downwards.

After paper change, please test the paper feeding by pressing **[FEED]** key.

3.8 KEYBOARD



3.9 KEY FUNCTIONS

FEED	**Receipt Feed key.** Used to advance the receipt rolls and operated by holding it down until the paper has advanced to the required position.
7 8 9 4 5 6 1 2 3 0 00 .	**Numeric keys.** Used to enter numeric values. Pressing the **[00]** key once is the same as pressing the **[0]** key twice consecutively. The **[.]** key is used to designate the decimal point of a quantity. When switching to character level entry mode, used for entering letter symbols. Each key must be pressed as many times, as necessary till the desired symbol appears on the display.
ALPHA	**Alphabet Key.** Used to allow text comment entries to be printed on receipt anytime, during the sale.
SHIFT	**Shift key.** Used to switch to second level department key entry and to open operation mode list.
1 2 3 4 **DP1 – DP8**	**Department preset keys.** Used to enter each item, serving for classifying merchandise by department. **(In this manual, departments are designated in the provided examples by the following key:** DEP. **.)**
PLU	**PLU (Price-Look-Up) key.** Used to enter a PLU item that is linked to a department.
CLEAR	**Clear key.** Used to clear numeric entries not registered yet or to clear error status after the error condition correction.

#/ NS	**Non-Add Number Print / No-sale key.** Used to print a non-add number on the receipt and journal for future reference and to open the cash drawer unrelated to a sale.
PRICE	**Price set / Read key.** Used to enter a manual price for PLU and also used to read PLU programmed price and name for operator reference.
X/TIME	**Quantity Extension and Split Package Pricing key.** Used to multiply a department, PLU entry by quantity. Outside sale used to show current time and date on the display.
RETURN	**Returned Merchandise key.** Used to refund money to a customer who has returned items already purchased.
VOID	**Void key.** Used to delete any item of current transaction.
EC	**Item Correct key.** Used to remove the last item from the Sale.
+	**Amount Plus key.** Used to add an amount to the sale such as surcharge during a sale.
-	**Amount Discount key.** Used to subtract an amount from the sale such as discount during a sale.
+%	**Percent Charge key.** Used to add a percent rate to a sale.
-%	**Percent Discount key.** Used to subtract a percent rate from a sale.
R/A ↑	**Received-on-Account key.** Used to enter payments received on account, i.e. not relating to a sale. Also used for change reserve amounts loaned from the store.
P/O ↓	**Paid-Out key.** Used to record amounts paid out of the cash drawer not relating to a sale. Also used for Pick Up operations, such as money collections for banking purposes.
SUBTOTAL	**Subtotal key.** Used to obtain subtotal of the current transaction.
CASH	**Cash total/Cash tender key.** Used to record all cash payment transactions, and allows finalizing a sale.
MEDIA	**Payment Media key.** One of additional non-cash payment media keys (e.g., CHARGE, CREDIT, GIFT CERTICIATE etc.), used to record non-cash payment transactions.
CURRENCY	Currency key. Used for currency payments. More than one currency payment keys can be configured. Currency key is not included in the standard keyboard layout.

Clerk key. Used in case of Clerk Code Entry Method, to declare start or end of operation by operator.

3.10 OPERATING MODES

ECR CX-3500 offers 4 operating modes:

PRG..... programming mode, in this mode, the register will allow programming operations

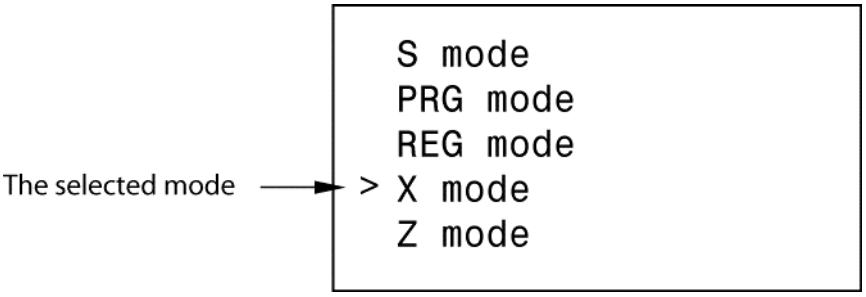
REG..... registration mode, normal cash register operations are carried out in this mode

X ..... the sale totals printing mode **without deleting** the current readings after print-out

Z ..... the sale totals printing mode **deleting** the current readings after print-out

To switch between operation modes, choose the following key sequence:

SHIFT → CASH



Mode menu display

Choose from the list the necessary mode with the help of R/A ↑ or P/O ↓ keys and press CASH to activate this mode.

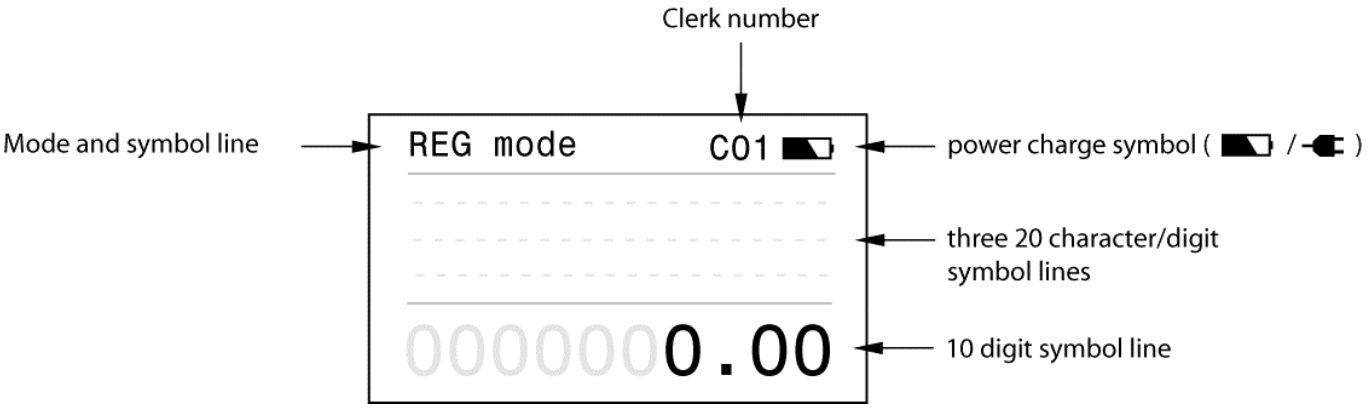
> **In this manual ECR operation in registration and report mode is described.**
>
> **Programming instructions are provided in a separate manual.**

3.11 DISPLAY

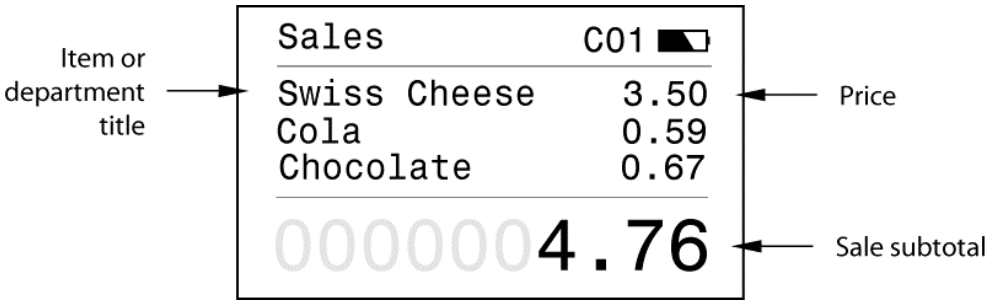
ECR **CX-3500** is equipped with two displays – CLERK and CUSTOMER display.

3.11.1 CLERK DISPLAY STATUS:

1) OUTSIDE SALE (if time preview is activated, the customer display also shows time or date).

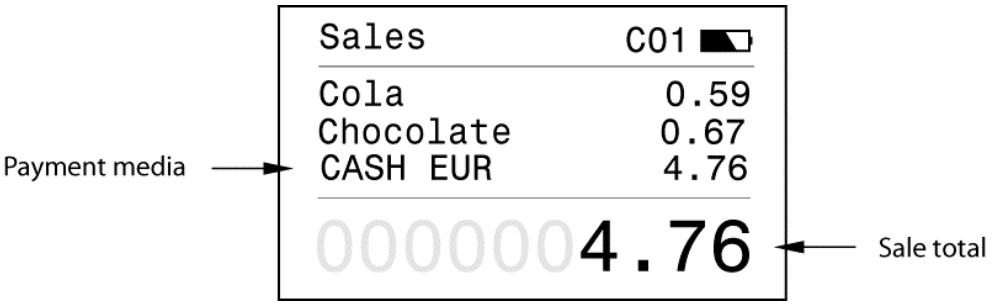


2) DURING SALE

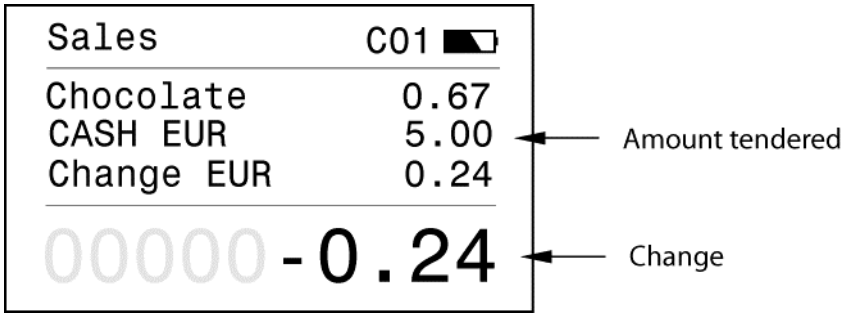


3) PAYMENT CLOSING THE TENDER

a) Payment (entering payment media)



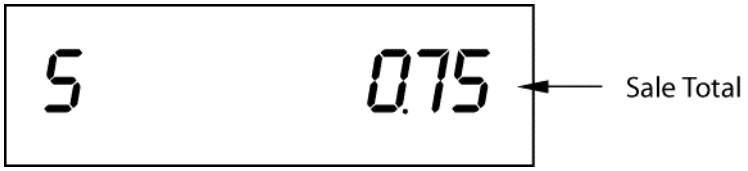
b) Change Display (entering amount received)



3.11.2 CUSTOMER DISPLAY STATUS:

1) DURING SALE

2) SUBTOTAL



4 DISPLAY MESSAGES

4.1 STATUS NOTIFICATIONS

Message	Displayed	Operation
Registration Mode	REG MODE	Registration operations available, e.g., sales registration, tenders etc.
X Mode	X MODE	Printing of X reports
Z Mode	Z MODE	Printing of Z reports
Programming mode	PRG MODE	Programming options are available, for example, setting time and date
Sale subtotal	SUBTOTAL	Any registration operation can be continued
Change Amount	CHANGE	Change amount displayed
Inside sale operations	SALE	Sale in progress

4.2 OPERATION WARNINGS

Message	Displayed	Explanation
Clerk ID number or Clerk key required or wrong ID entered	NO CLERK E 01	Register clerk or enter correct clerk code and, if necessary, also the password.
Wrong password entered	INVALID PASSWORD E 03	Enter correct password. See page 21.
Report reset required	REPORT Z REQ! E 04	The chosen operation cannot be continued, until the necessary report is issued

4.3 TRANSACTION WARNINGS

Message	Displayed	Explanation
Wrong key sequence error	FNC ERROR! E 11	Press **[CLEAR],** check the last information printed and continue operation.
The function is prohibited or limited for the current user	FNC PROHIBIT E 12	To carry out the necessary operation, clerk with relevant access has to be registered.
No department can be found with the concrete number	Department not found E 14	Relevant entry missing in the department table. The necessary programming configurations have to be carried out.
No PLU can be found with the concrete number	PLU not found E 15	Relevant entry missing in the PLU table. The necessary programming configurations have to be carried out.
No discount programmed	DISCOUNT REQ E 17	The necessary programming configurations have to be carried out.
Tax cannot be found	TAX REQ E 19	Relevant entry missing in the tax table. The necessary programming configurations have to be carried out.

4.4 PRINTER WARNINGS

Message	Displayed	Explanation
Printer error	PRINTER ERROR E 20	General printer error. Turn off ECR, wait for 30 sec. and turn it back on to continue work.
Printer voltage error	PRINTER VOLT. E E 20	Printer voltage outside the appropriate limits. Turn ECR off, turn it back on and try to continue work.
Receipt paper end	RECEIPT PAPER END E 21	Open printer compartment cover, release the printer clamp and replace receipt paper.
Printer open	PRINTER OPEN E 23	Check the printer compartment and make sure it is closed and fixed properly.

Abnormal printer head temperature	R PRINTER TEMP E 25	This is a serious ECR malfunction. Stop ECR operation for a minute, then continue. If the error message persists, contact an authorised service.
No connection to printer	PRINTER DISCON E 27	This is a serious ECR malfunction. Printer has been disconnected. Contact an authorised service

4.5 SALE FINALIZATION WARNINGS

Message	Displayed	Explanation
Further operation requires subtotal function	SUB-TL REQ E 31	To continue tender operations, press key [SUBTOTAL].
No payment media	MEDIA NOT SET E 32	Relevant entry missing in the media table. The necessary programming configurations have to be carried out.
No currency	CURRENCY NOT SET E 33	Relevant entry missing in the currency table. The necessary programming configurations have to be carried out.
Under tender disable error	UNDER TEND E 34	Amount tendered must be equal or higher than sale subtotal. Press **[CLEAR]** to continue operations and enter larger amount.
Over tender disable error	OVER TEND E 35	Amount tendered must be equal or less than sale subtotal. Press **[CLEAR]** to continue operations and enter smaller amount.
Tendered amount entry obligatory	Tendered req. E 36	Entry of the tendered (customer's) money is obligatory to finalise the sale.
Received on account prohibited	R/A proh E 37	Prohibited to carry out R/A operation with this media. Choose other media type.
Paid out prohibited	P/O proh E 38	Prohibited to carry out P/O operation with this media. Choose other media type.
Not enough money in the drawer	Not enough money E 39	There is insufficient amount of assets in the drawer to provide change or return operation.

Electronic journal storage error	**EJ storage error** E 39	Cannot save electronic journal. Most probably SD card problems. Contact authorized service centre.
Number of the manually entered price symbols too large	**Price too low** E 55	Check price information and carry out registration repeatedly.
Number of the manually entered price symbols too low	**Price too high** E 56	Check price information and carry out registration repeatedly.

4.6 MEMORY PROCESS WARNINGS

Message	Displayed	Explanation
Clerk system disabled	**Clerk system off** E 59	Press [CLEAR] and continue with the usual operations.
Display operation error	**Display error** E 60	Try to continue work, if the error reappears, contact authorised service centre.
Too many registrations	**Registr. too many** E 72	Close the sales and continue registration in the next receipt.
Electronic journal full	**EJ full** E 72	Print out the electronic journal and continue work.
PC communications deleting report data.	**Trans. data file** E 74	Read the transaction data file and continue operations.
Access to data table denied	**Other com. active** E 76	Deletion of large table (e.g. PLU) in progress. Wait for 15 – 60 sec. and try again.
Unsuccessful operation	**Data locked** E 77	In case of this error data are accessed by some other process, e.g., communications with PC. Wait and continue later.
Unsuccessful operation	**Operation error** E 80	Press [CLEAR] and choose correct/allowed operation.

5 CLERK REGISTRATION

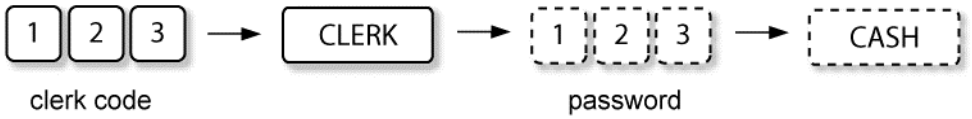
ECR 3050 provides work with clerk registration, if:

1) ECR is configured for operation with clerks;

2) key [CLERK] must be set.

Clerk log-on takes place entering the clerk code and, if requested, also the password.

LOG IN



According to previous settings, password entry can be skipped.

LOG OUT

Clerk Log-Out function is performed simply pressing

.

6 OPERATION IN REGISTRATION MODE

The REGISTRATION MODE (Mode Lock to REG position) provides the following operations:

1) INSIDE SALE

- DEPARTMENT REGISTRATION
- PLU REGISTRATION
- DISCOUNT AND SURCHARGE OPERATIONS
- PAYMENT REGISTRATION
- ERROR CORRECTIONS
- RETURN OPERATIONS
- NON-ADD NUMBER AND TEXT PRINT

2) OUTSIDE SALE

- TIME AND DATE DISPLAY
- NO SALE OPERATIONS
- LAST RECEIPT COPY PRINT
- RECEIVED ON ACCOUNT
- PAID-OUT

In case of error, ECR displays error warning consisting of the error number and error name designation, that is accompanied by a buzzer beep

To remove error message, press key CLEAR **.**

7 SALE OPERATIONS

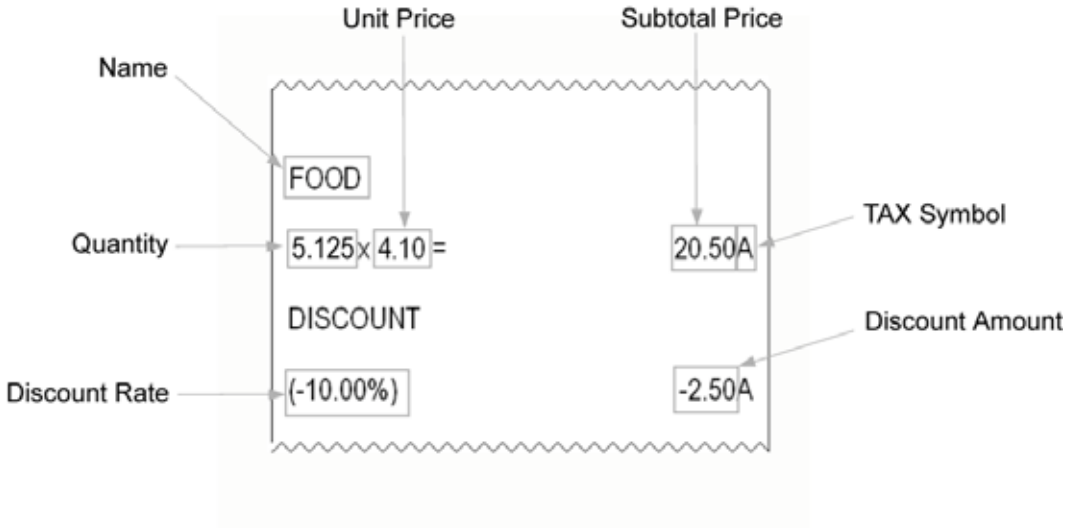
7.1 RECEIPT SAMPLE

Below is a typical receipt sample with the basic sale operations included. These operations are discussed in detail in the following sections.

RECEIPT HEADER	‹›‹›‹›

7.2 ITEM REGISTRATION SAMPLE

Below a detailed item registration in the receipt is displayed.



7.3 DEPARTMENT REGISTRATION

Departments in the receipt can be registered with:

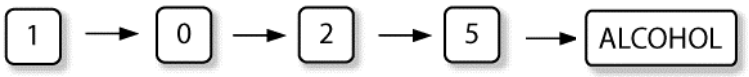
- **PRESET PRICES**
- **MANUALLY ENTERED PRICES**
- **IN QUANTITY**
- **IN MULTIPLE REGISTRATIONS**
- **AS PRESET SINGLE REGISTRATION DEPARTMENTS**

The main key in department registration is

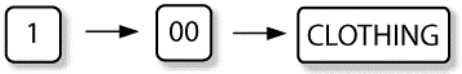
Decimal point is not used for price (amount) entries!

Registration sequence examples:

1) Registering item with price EUR 10.25 in the department ALCOHOL, the key sequence is as follows:

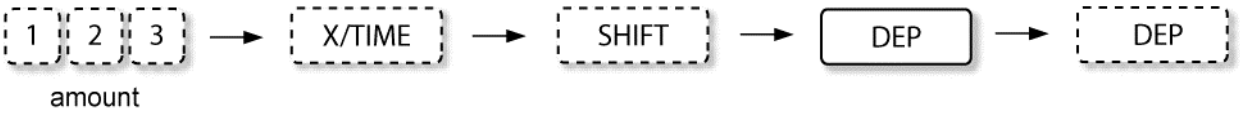


2) Registering item with price EUR 1.00 in department CLOTHING, the key sequence is as follows:



7.3.1 DEPARTMENT REGISTRATION WITH PRESET PRICE

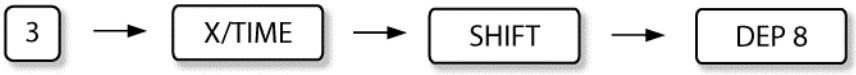
If the department key is pre-set, it already includes price information. These preset departments can be registered in quantity and also as multiple registrations.



Example:

single registrations

quantity registration



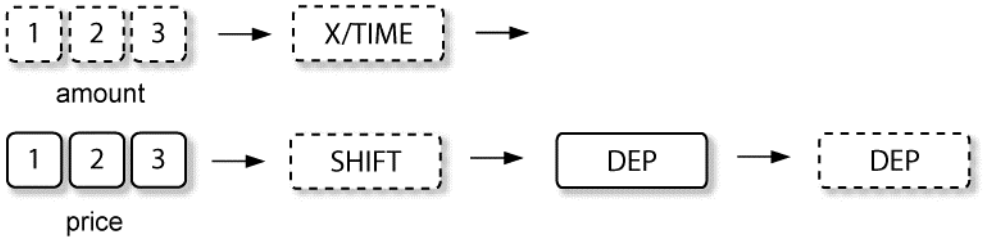
multiple registration

Department →	DEP 01	1.50A	← Single Registration
	DEP 07	4.00B	← Single Registration
	DEP 08		
	3 x 3.00 =	9.00A	← Quantity Registration
	DEP 03	3.00A	←Multiple Registration
	DEP 03	3.00A	
	DEP 03	3.00A	

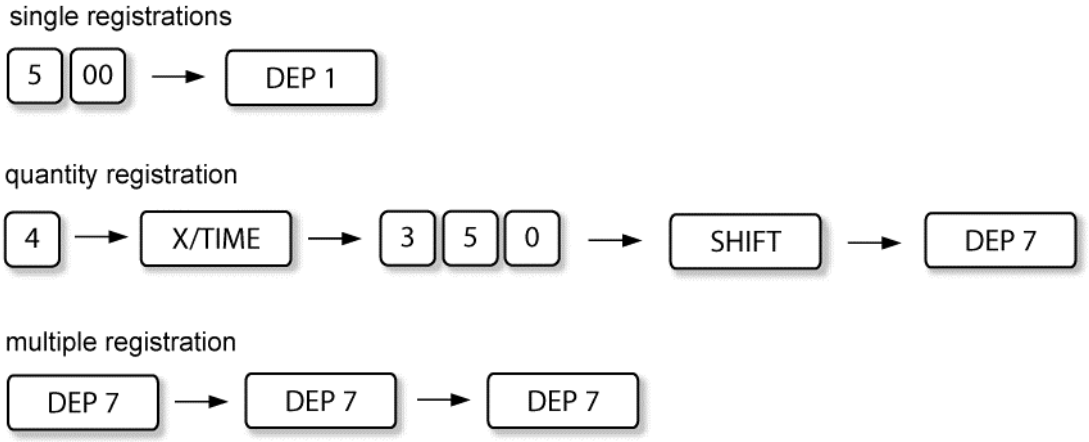
Sample issued in pre-set department registration operation

7.3.2 DEPARTMENT REGISTRATION WITH MANUAL PRICE

Any department can be registered with manually entered prices – prices that differ from the pre-set prices or are not pre-set at all.



Example:

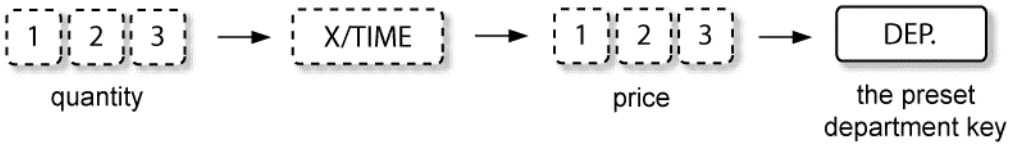


Department →	DEP 01	5.00A	← Single Registration
	DEP 07		
Amount Registration →	4 x 3.50 =	14.00A	← Quantity Registration
	DEP 07	3.50A	←Multiple Registration
	DEP 07	3.50A	
	DEP 07	3.50A	

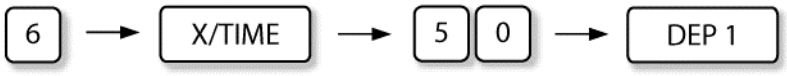
Sample issued in manual price department registration operation

7.3.3 SINGLE ITEM DEPARTMENT REGISTRATION

If department is set as a single item, transaction is finalized automatically as a cash sale.



Example:



Single Item Department →

```
DEP 01
6 x 0.50 =                          3.00A
   ------------------------------------
TOTAL EUR                           3.00A  ← Total
CASH                                3.00A  ← Amount Tendered
```

Sample issued in single item department registration operation

7.4 PLU REGISTRATION

PLU codes provide easier work with the ECR. Each PLU number has assigned the item price, name and tax information to it. Implementing an item price, it can be changed inside PLU code that differs from the programmed price. PLU can have positive as well as negative price values.

PLUs in the receipt can be registered with:

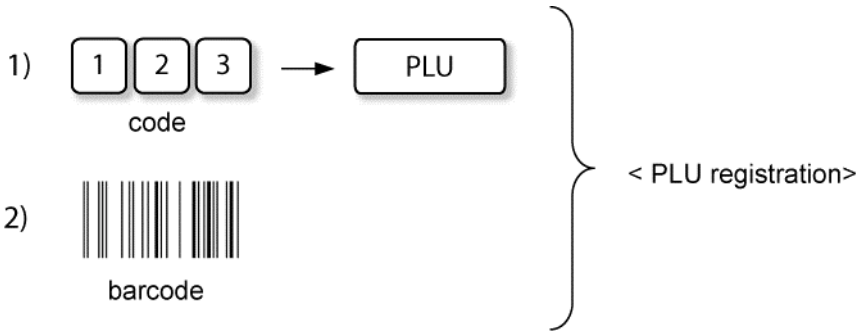
- **PRESET PRICES**
- **MANUALLY ENTERED PRICES**
- **IN QUANTITY**
- **IN MULTIPLE REGISTRATIONS**
- **AS PRESET SINGLE REGISTRATION PLUS**
- **LINKED PLUS**
- **DESIGNATING PLU PRICE LEVEL**

The main key in PLU registration is PLU

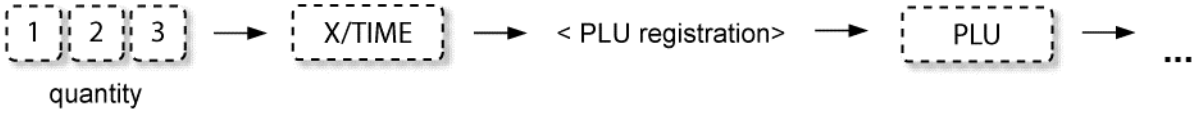
Decimal point is not used for price (amount) entries!

7.4.1 STANDARD PLU REGISTRATION

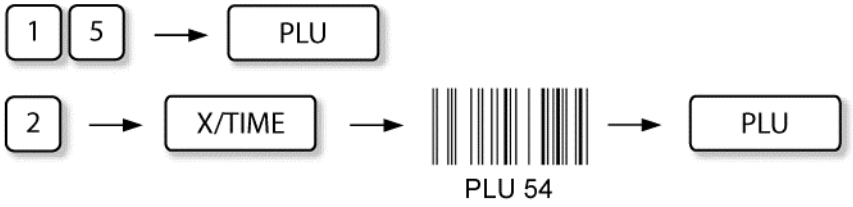
There are 2 ways how to register a PLU:



Using any registration type it is possible to register quantity and/or multiple registrations:



Example:

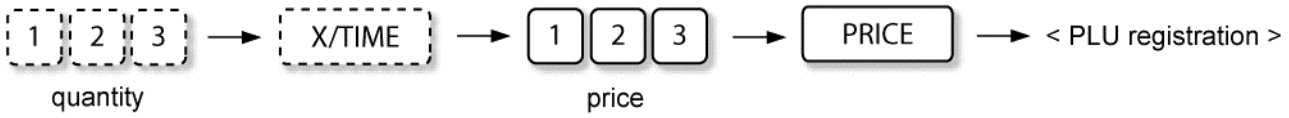


PLU →	PLU 15	1.40A	← PLU Fixed Price Registration
Quantity Registration →	PLU 54 2 x 2.00 =	4.00B	
PLU Name →	PLU 54	2.00B	← Multiple Registration

Sample issued in PLU registration operation

7.4.2 MANUAL PRICE PLU REGISTRATION:

PLU can be registered, entering the price manually.



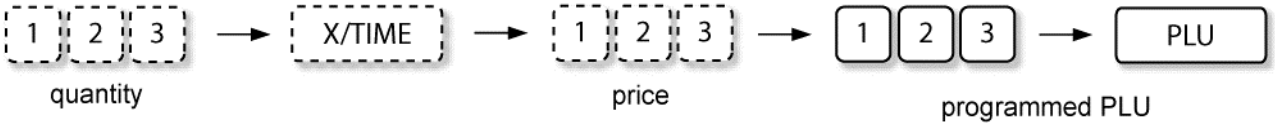
Example:

PLU →	PLU 15	1.40A	← PLU Fixed Price Registration
Amount Registration →	PLU 15 2 x 2.00 =	4.00A	← Manual Price Registration

Sample issued in manual price PLU registration operation

7.4.3 SINGLE ITEM PLU REGISTRATION

If a PLU is linked to a single item department, **transaction is finalized automatically as a cash sale.** Such single item PLUs can be registered with manually entered prices and in the necessary quantity.



Example:

Single Item PLU →
Quantity x Manual Price →

Service
2 x 2.50 = 5.00A

TOTAL EUR 5.00A
CASH 5.00A

← Single Item PLU Registration
← Total Registration

Sample issued in single item PLU registration operation

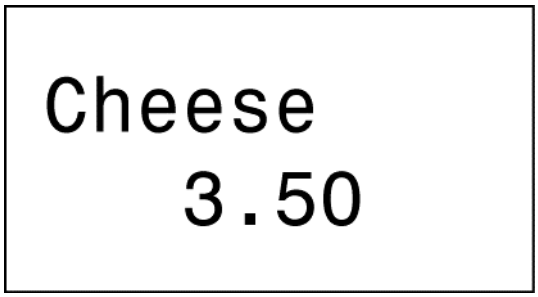
7.4.4 PLU NAME AND PRICE DISPLAY

Anytime during sale or outside sale, check the PLU price on clerk's display when necessary:

PRICE → < PLU Registration >

Example:

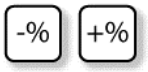
PRICE → 1 5 → PLU

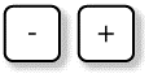


Clerk Display PLU name and price display

7.5 DISCOUNTS AND SURCHARGES

Discounts and surcharges can be applied in:

- **RATES** 

- **AMOUNT** 

Discounts and surcharges can be applied to:

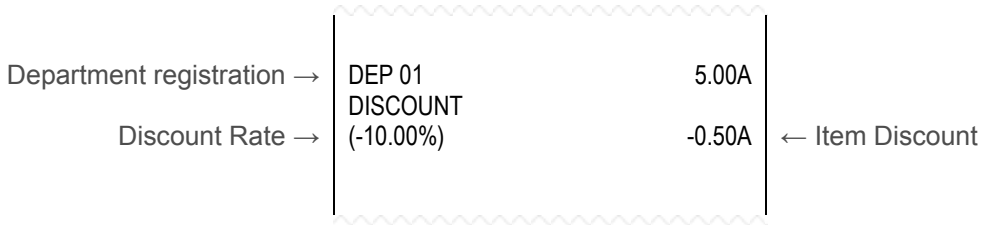
- **ITEMS**
- **SALES**

According to the ECR configuration discounts and surcharges can be pre-set to separate keys and in separate rates or amounts, but can be entered manually as well.

7.5.1 DISCOUNTS AND SURCHARGES FOR THE ITEM REGISTERED

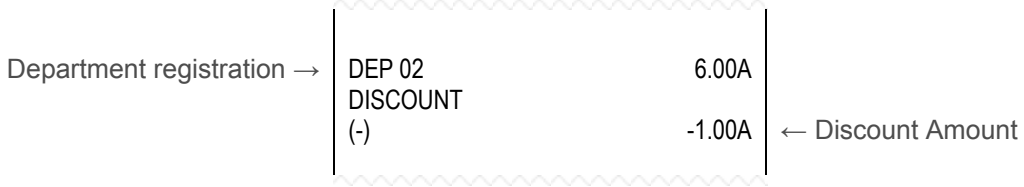
ECR discount and surcharge keys, can have a pre-set rate or amount, as well as they can be used for performing the function in general and entering the rate and amount manually.

Example: percent discount, manual rate entered



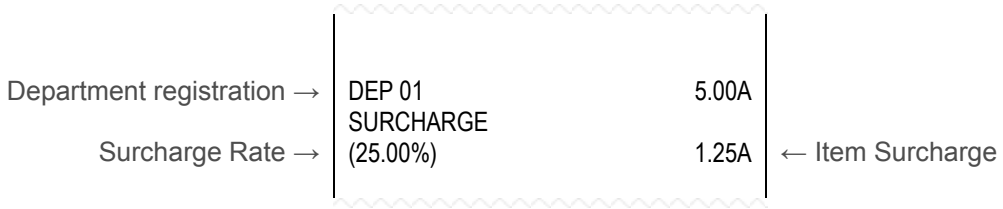
Sample issued in item manual % discount operation

Example: discount, manual amount entered



Sample issued in item manual amount discount operation

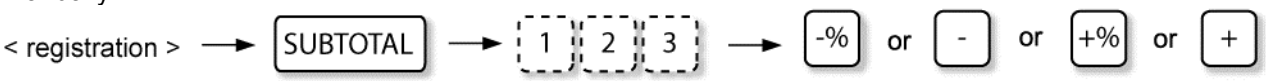
Example: percent surcharge, manual rate entered



Sample issued in item manual % surcharge operation

7.5.2 DISCOUNTS AND SURCHARGES FOR SALE

As for a single item registered, the discount can be applied to the sale as well. It can be preset or entered manually.

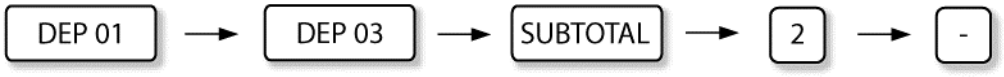


Example: subtotal percent discount, manual rate entered

Department registration →	DEP 01	10.00A	
	DEP 03	20.00A	
	Subtotal	30.00	← Subtotal
	DISCOUNT		
Discount Amount →	(-15.00%)	-4.50	← Subtotal Discount Rate

Sample issued in sale manual % discount operation

Example: subtotal discount, manual amount entered



Department registration →	DEP 01	10.00A	
	DEP 03	20.00	
	Subtotal	30.00	← Subtotal
	DISCOUNT		
	(-)	-2.00	← Subtotal Discount Amount

Sample issued in sale manual amount discount operation

Example: subtotal surcharge, manual amount entered

Department registration →	DEP 01	5.00A	
	DEP 05	10.00A	
	Subtotal	15.00	← Subtotal
	SURCHARGE2		
Surcharge →	(+)	+1.00	← Surcharge Amount

Sample issued in sale manual amount surcharge operation

7.6 PAYMENTS

Payments are used to finalise sales.
ECR provides different types of payment media that have to be pre-set:

- **CASH TENDERS** CASH
- **NON-CASH TENDERS (CHARGE, CHECK, CREDIT etc.)** CHARGE CHECK CREDIT
- **IF THE ECR HAS BEEN CORRESPONDINGLY CONFIGURED, PAYMENTS CAN BE REGISTERED IN DIFFERENT CURRENCIES**

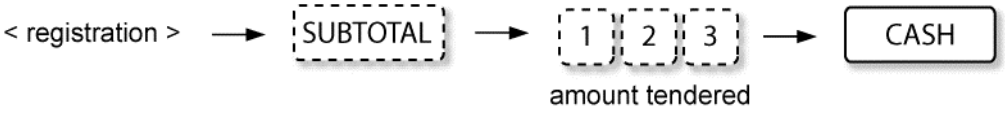
  CURRENCY

Tenders can be also split, using different media types.

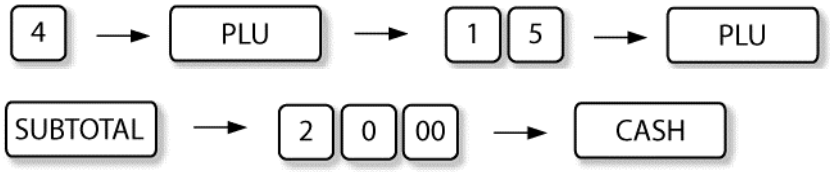
Amount can be entered for each tender type and the ECR automatically prints the change on the receipt.

7.6.1 CASH TENDERS

Most common way to finalize sale is using cash payment. Sale can be finalized by cash totalled or cash tendered. In case of amount tendered payment method, the change amount is printed on receipt and displayed on the display.



Example: Sale finalised, cash tendered



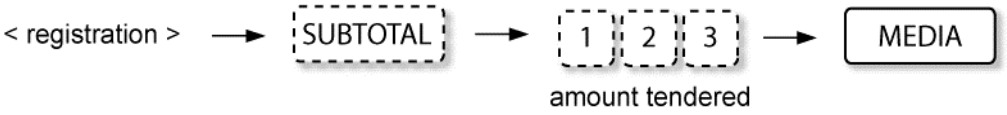
PLU →

PLU 4	2.50A	
PLU 15	3.50A	
Subtotal	6.00	
TOTAL	6.00	← Total
CASH	20.00	← Amount Tendered
Change	14.00	← Change

Sample issued in cash operation

7.6.2 NON-CASH TENDERS

Finishing registration and using non-cash media, the non-cash payment is individually configured according to ECR operation requirements, for example [**CARD**], [**CREDIT**], [**CHARGE**]. In such cases the tender is closed with additionally programmed functional non-cash payment key. The amount tendered can be entered if the media type is correspondingly configured.



Example:

PLU Registration →

PLU 35	15.00
PLU 44	13.00
TOTAL EUR	28.00
CHARGE	28.00

← Charge Payment Media

Example:

PLU Registration →

Subtotal →

PLU 35	8.00
PLU 44	20.00
Subtotal	28.00
TOTAL EUR	28.00
CREDIT	28.00

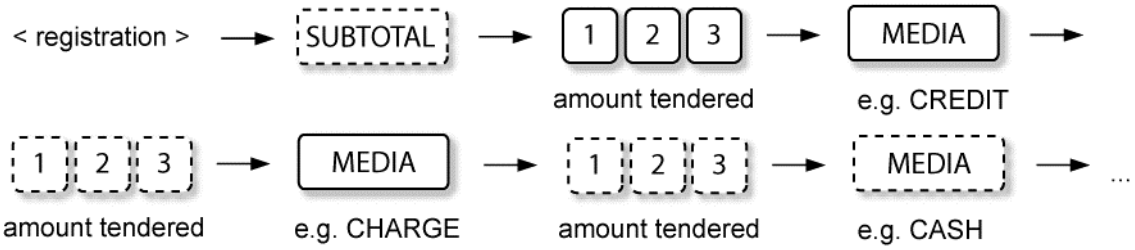
← Credit Payment Media

Samples issued in non-cash tender operations

7.6.3 SPLIT TENDERS

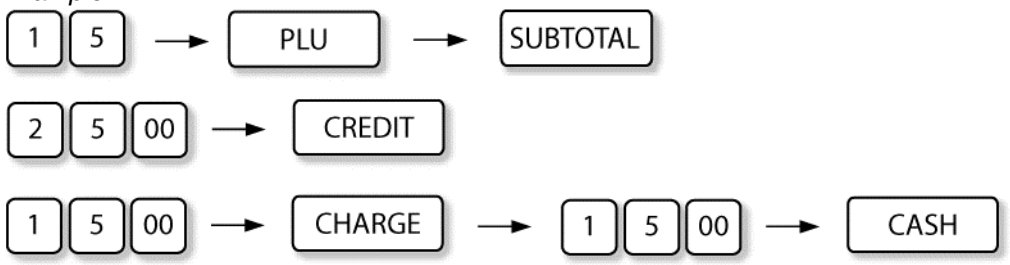
When finishing registration, ECR allows splitting tender, using multiple payment media – cash and other payment types (e.g., credit card, cheque, gift certificate).

Split tender using multiple payment types:



According to the situation the necessary payment media can be applied variously.

Example:



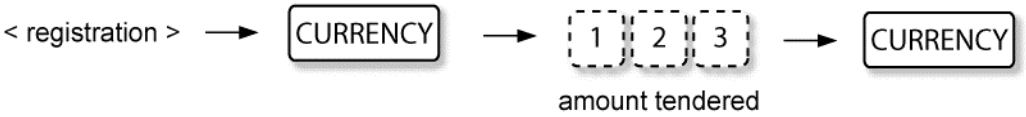
PLU 15	55.00A	
Subtotal	55.00	
TOTAL EUR	55.00	← Total
CREDIT	25.00	← Credit Media
CHARGE	15.00	← Charge Media
CASH	15.00	← Gift Certificate Media
Change EUR	2.00	← Change

Sample issued in split tender operations

7.6.4 CURRENCY TENDERS

ECR 3050 payment media keys can be configured also in other currencies.

When registering the payment in the necessary currency, the tendered amount entry is obligatory.



Payments in currencies can be carried out also as split tenders, in different currencies and by different payment types, within the configured options.

Example:

PLU registration →

```
PLU 15                                10.54 A
      ------------------------------------
KOPĀ EUR                              10.54   ← Total in USD currency
SK.N VALŪTA USD                       15.00   ← Amount paid in USD currency
(RATE 1.35530) = EUR                  10.54)     (cash tender)
```

Sample issued in split currency tender operations

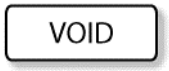
7.7 ERROR CORRECTIONS

ECR provides the following correction functions:

- **CLEAR ERROR CONDITION**
- **CLEAR NON-REGISTERED ENTRIES**

Error correct, used to cancel:

- **LAST ENTERED REGISTRATION,**
- **LAST ENTERED CHARACTER (BACKSPACE FUNCTION)**



Void used to cancel:

- **ANY REGISTRATION OF CURRENT SALE**

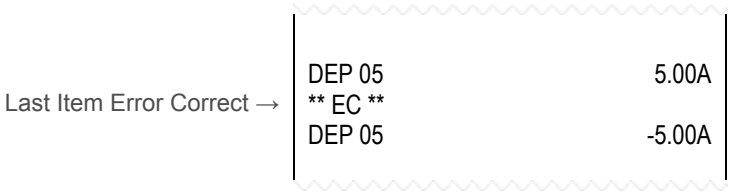
7.7.1 LAST ENTERED ITEM CANCEL

Key [EC] is used to cancel the last registration.

< registration > → [EC]

Example:

[DEP 5] → [EC]



Sample issued in last item error correct operation

7.7.2 PREVIOUS REGISTRATION CANCEL

Key [VOID] is used to cancel registration in an unfinished sale. (Correction is not available, if a new operation is begun.)

< registration > → [VOID] → < incorrect registration >

Example:

[1] [1] → [PLU] → [5] [6] → [PLU]

[VOID] → [1] [1] → [PLU]

Previous Item Error Correct →

PLU 11	5.00 A
PLU 56	3.50 A
** VOID **	
PLU 11	-5.00 A

Sample issued in void operation

7.8 RETURN OPERATIONS

RETURN key is used to register the returned items and return money for them to the customer.

RETURN → < return registration >

> **Key [RETURN] has to be pressed prior each return registration.**

Example:

RETURN → 2 → X/TIME → 1 5 → PLU

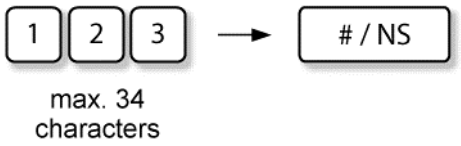
```
ECR S/N: 00000000
REC#00000043
CLERK JANE
** RETURN **
PLU 15
2 x 5.00                          -10.00A
   -----------------------------------
```

← Returning Operation

Sample issued in return operation

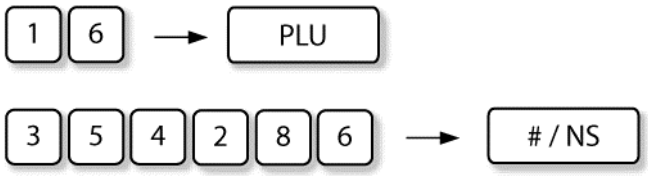
7.9 NON-ADD NUMBER PRINT

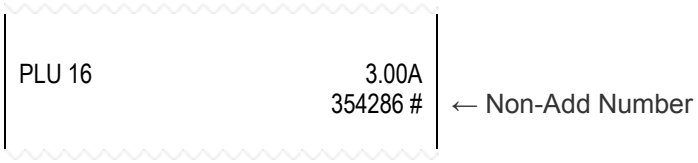
This function is used to print numeric information on the receipt.



max. 34 characters

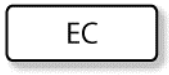
Example:





Sample issued in non-add number print

In case of mistake, to delete the last entered character press:



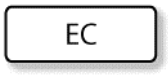
7.10 NON-ADD TEXT COMMENT PRINT

This function is used to print comment line on receipt (anytime, inside the sale). The comment line can be up to 34 characters long.

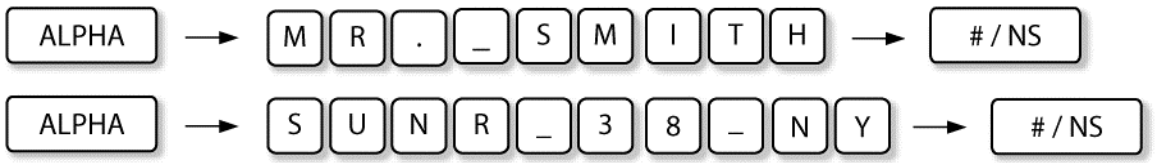
> To enter requisites or other information longer than 34 symbols, enter several lines according to the provided algorithm.

On each entry key character and number symbols are displayed. Press the relevant key as many times as necessary till the desired symbol appears on the display. Press the key and hold it to display the number symbol of the relevant key.

To delete the last entered character, press:



Example:



ECR S/N: 00000000
REC#00000043
CLERK JANE
MR. SMITH #
SUNR 38 NY #
← Text Comment

Sample issued in Non-Add number print operation

8 OUTSIDE SALE OPERATIONS

Operations outside sale do not produce any items being registered in the receipt.

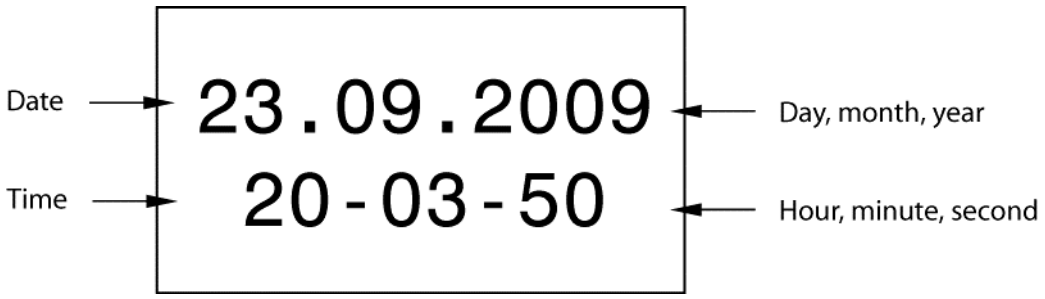
These operations include:

- **TIME AND DATE DISPLAY**
- **NO SALE OPERATION** (OPTIONAL EQUIPMENT)
- **LAST RECEIPT COPY PRINT**
- **RECEIVED ON ACCOUNT**
- **PAID OUT**

8.1 TIME AND DATE DISPLAY

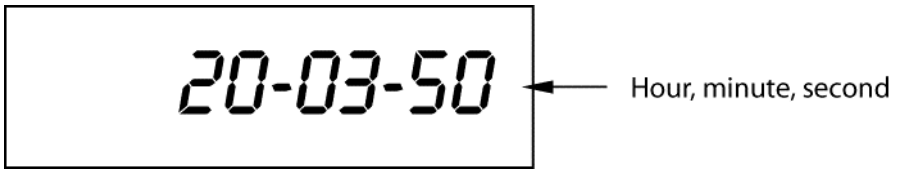
To see date and time on display, press key: X/TIME

To return to the starting position, press key: CLEAR



Time and date display on clerk display

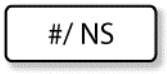
If time display is activated, then also the client display shows the time.

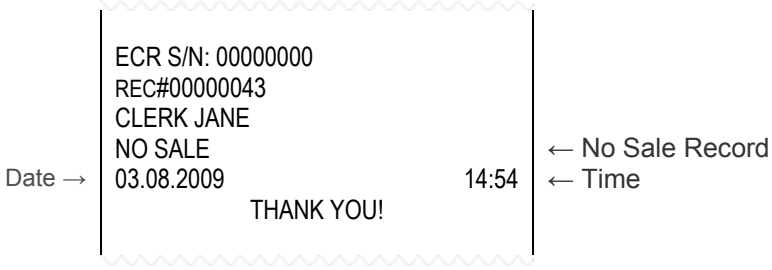


Time and date display on customer display

8.2 NO SALE OPERATIONS (OPTIONAL EQUIPMENT)

If the cash register is equipped with the optional drawer, a no sale operation opens the cash drawer, for example, for giving change, testing the receipt/journal print operation etc. However, the financial report records the no-sale activity count.

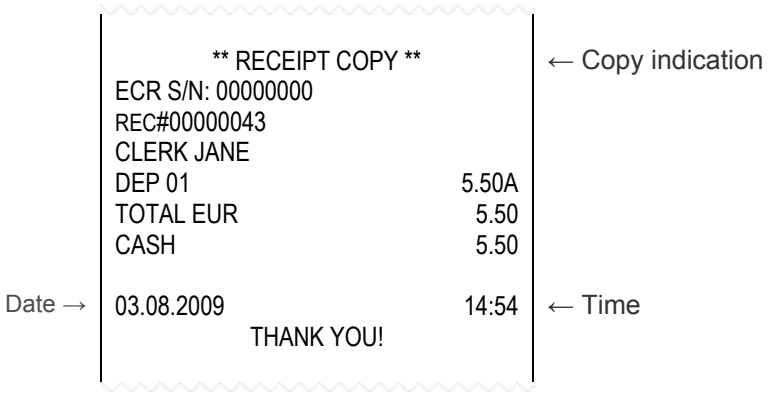




Sample issued in No Sale operation

8.3 LAST RECEIPT COPY PRINT

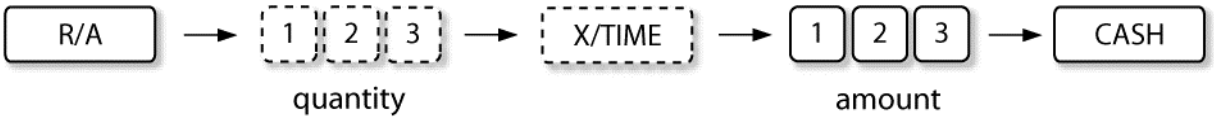
To print a copy of the last registered transaction, press: SUBTOTAL



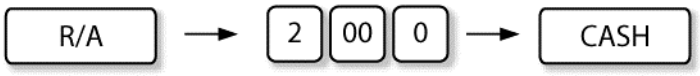
Sample issued in receipt copy operation

8.4 RECEIVED ON ACCOUNT

This function is used to register money which is added to the drawer outside the sale. After this operation amount of payment media in the drawer is increased.



Example:



Amount →

```
ECR S/N: 00000000
REC#00000043
CLERK JANE
        RECEIVED ON ACCOUNT
   ------------------------------------
CASH
1 x  20.00 =                      20.00
   ------------------------------------
```

← Cash Inserted

Example:

Quantity x Amount →

```
ECR S/N: 00000000
REC#00000043
CLERK JANE
        RECEIVED ON ACCOUNT
   ------------------------------------
CASH
2 x  20.00 =                      40.00
   ------------------------------------
```

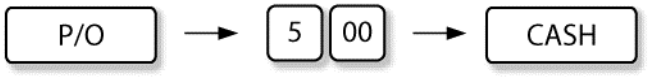
← Cash Inserted

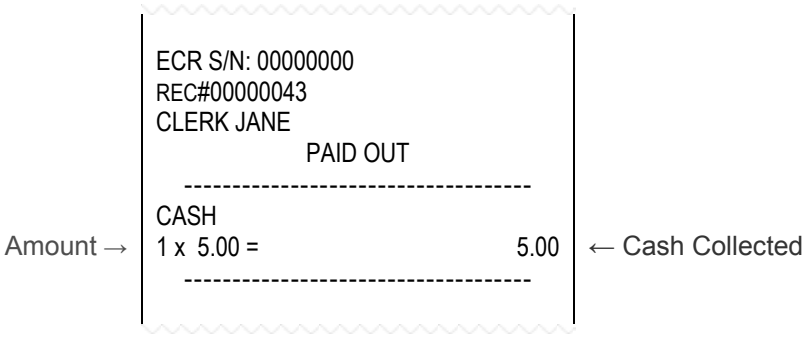
Samples issued in RA operation

8.5 PAID-OUT OPERATIONS

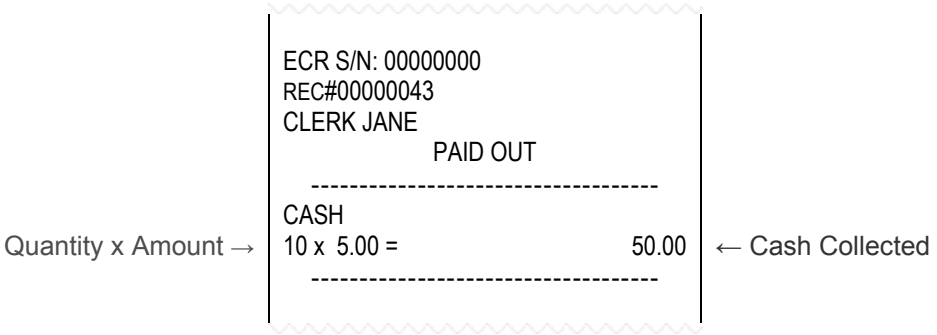
This function is used to register amount of money which is taken out from the drawer for registration. This function reduces drawer's content. This operation can be used in case of money collection.

Example:





Example:



Samples issued in PO operation

9 REPORTS

X - Read Reports are printed, **without zeroing** the current readings
Z - Reset Reports are printed, the current readings are set to zero.
1 - daily
2 – periodic

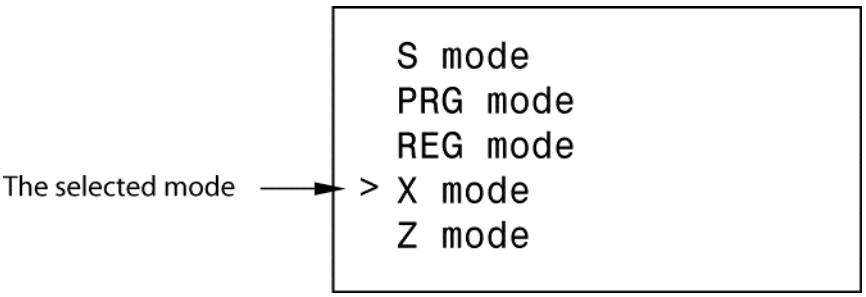
Reports in both modes have equal formats – only the X or Z report mode symbols are different.

ALL REPORTS ARE PRINTED WHEN MODE LOCK IS SET TO X OR Z!

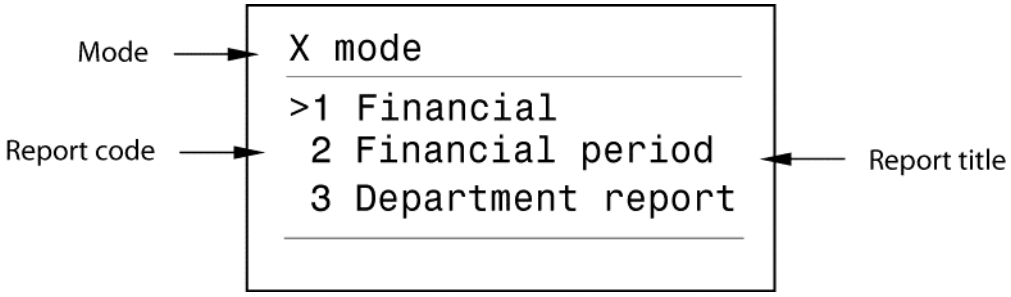
To print reports, accordingly choose X or Z mode.

To open mode select display, press:

SHIFT → CASH



To choose report, use R/A ↑ **and** P/O ↓ **keys, which navigate you through the list, select the necessary report and press** CASH **.**



The corresponding mode report list is displayed. Choose the necessary report, using R/A ↑ **and** P/O ↓ **keys and press key** CASH **to print the desired report.**

Be sure to issue all the necessary read reports sales data before executing any reset reports.

To cancel report printing, press key CLEAR

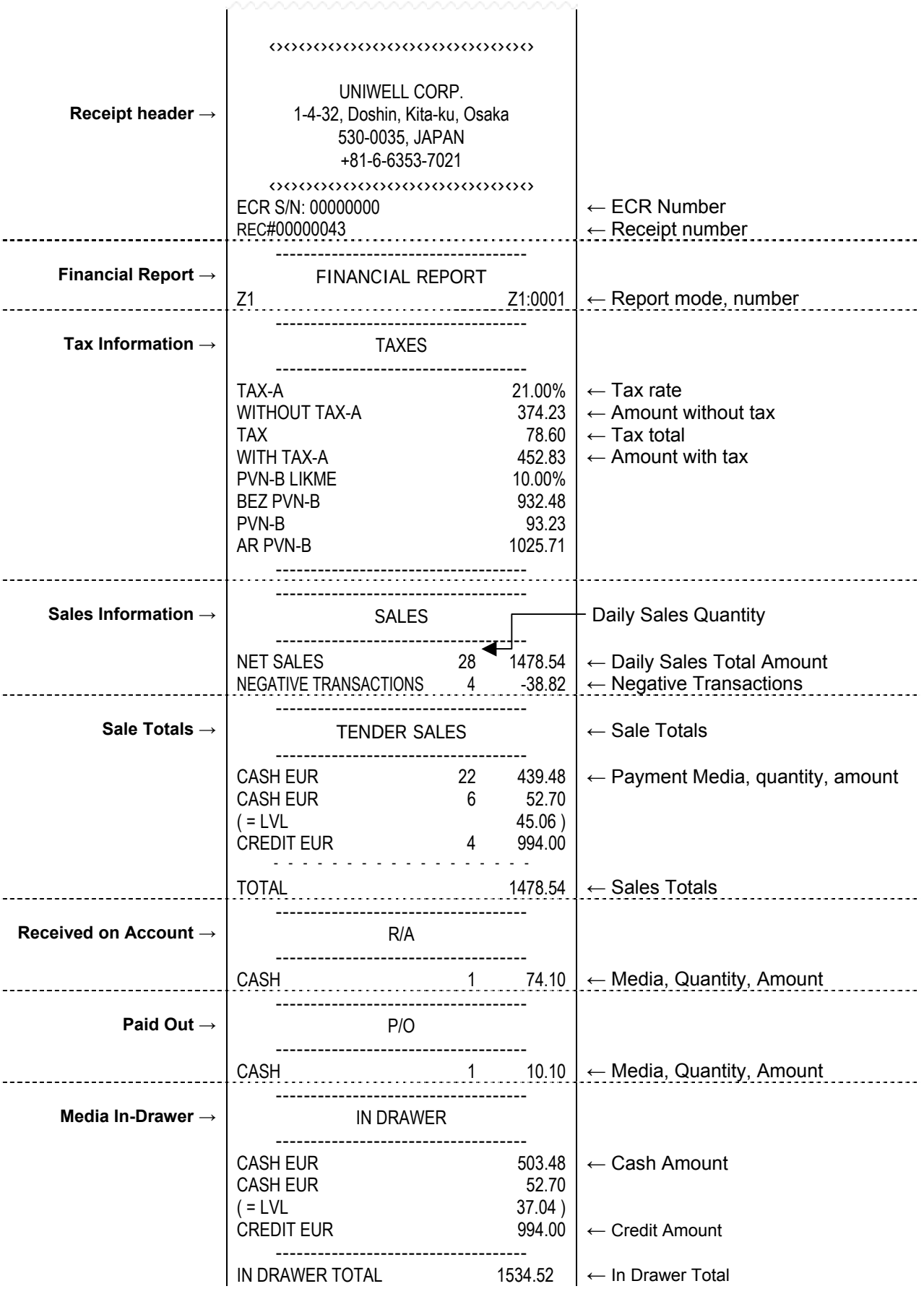
9.1 REPORT PRINTING COMMANDS

REPORT	MODE	KEY SEQUENCE
Financial report	X/Z	01 **[CASH]**
Accumulative report	X/Z	02 **[CASH]**
Department report	X/Z	03 **[CASH]**
Department range report	X/Z	(starting dep.#) **[#/NS]** (end dep.#)**[#/NS]** 03 **[CASH]**
Accumulative Department report	X/Z	04 **[CASH]**
Accumulative Department range report	X/Z	(starting dep.#) **[#/NS]** (end dep.#)**[#/NS]** 04 **[CASH]**
PLU report	X/Z	05 **[CASH]**
PLU range report	X/Z	(starting dep.#) **[#/NS]** (end dep.#)**[#/NS]** 05 **[CASH]**
PLU grouping report	X/Z	(PLU groups#) **[X / TIME]** 05 **[CASH]**
Accumulative PLU report	X/Z	06 **[CASH]**
Accumulative PLU range report	X/Z	(starting PLU#) **[#/NS]** (end PLU#)**[#/NS]** 06 **[CASH]**
Accumulative PLU grouping report	X/Z	(PLU groups#) **[X / TIME]** 06 **[CASH]**
Clerk report	X/Z	08 **[CASH]**
Accumulative clerk report	X/Z	09 **[CASH]**
Accumulative clerk range report	X/Z	(starting clerk No.#) **[#/NS]** (end Clerk No.#) **[#/NS]** 09 **[CASH]**
Hourly report	X/Z	12 **[CASH]**
In-drawer report	X	13 **[CASH]**
Preset report list	X/Z	61 [CASH] or larger report list # [CASH]
Version	x	0 **[CASH]**

9.2 FISCAL REPORT COMMANDS

REPORT	MODE	KEY SEQUENCE
Fiscal memory dump report by 2 report numbers, detailed	Z	(starting Z #) **[#/NS]** (end Z #)**[#/NS]** 51 **[CASH]**
Fiscal memory dump report by date, detailed	Z	(starting date DDMMYY) **[#/NS]** (end DATE DDMMYY) **[#/NS]** 52 **[CASH]**
Fiscal memory dump report by 2 report numbers, summary	Z	(starting Z #) **[#/NS]** (end Z.#)**[#/NS]** 51 **[SUBTOTAL]**
Fiscal memory dump report by date, summary	Z	(starting date DDMMYY) **[#/NS]** (end DATE DDMMYY) **[#/NS]** 52 **[SUBTOTAL]**

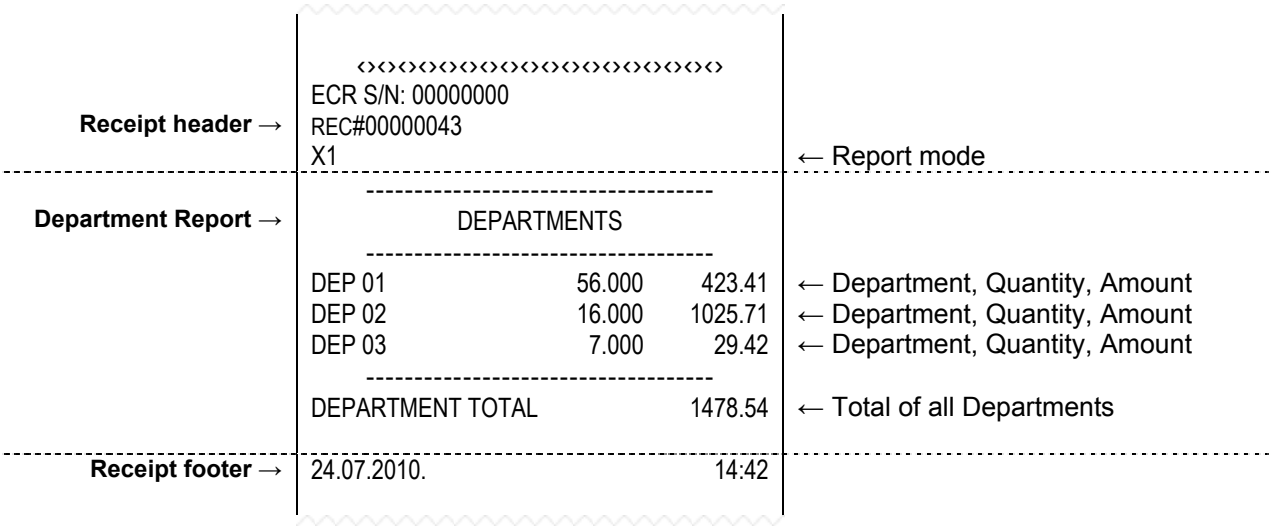
9.3 FINANCIAL REPORT



Discounts/Surcharges →	DISCOUNTS/SURCHARGES			
	DISCOUNT 1 %-	10.00%		← Name, Preset Discount Rate
		5	-15.03	← Quantity, Amount
	DISCOUNT 2 (-)	1.00		← Name, Preset Discount Amount
		3	-3.00	← Quantity, Amount
	SURCHARGE %+	15.00%		← Name, Surcharge Rate
		7	11.28	← Quantity, Amount
Grant Total →	GRAND TOTAL			
	GT		1517.36	← Grand Total
Corrections →	CORRECTIONS			
	ITEM VOID	4	6.42	Corrected Item Quantity, Amount
	ERROR CORRECTION	5	177.50	Cancelled Last Item
	REFUNDS	4	-38.82	Returned Item
	CANCELLED TRANSACTIONS	1	5.75	Cancelled Transaction
Receipt Footer →	24.07.2010.		14:42	← Date, Time
CRC checksum →	CRC32 657984			

Financial report sample

9.4 DEPARTMENT REPORT


Receipt header →
ECR S/N: 00000000
REC#00000043
X1
← Report mode
Department Report →
DEPARTMENTS
DEP 01 56.000 423.41 ← Department, Quantity, Amount
DEP 02 16.000 1025.71 ← Department, Quantity, Amount
DEP 03 7.000 29.42 ← Department, Quantity, Amount
DEPARTMENT TOTAL 1478.54 ← Total of all Departments
Receipt footer →
24.07.2010. 14:42

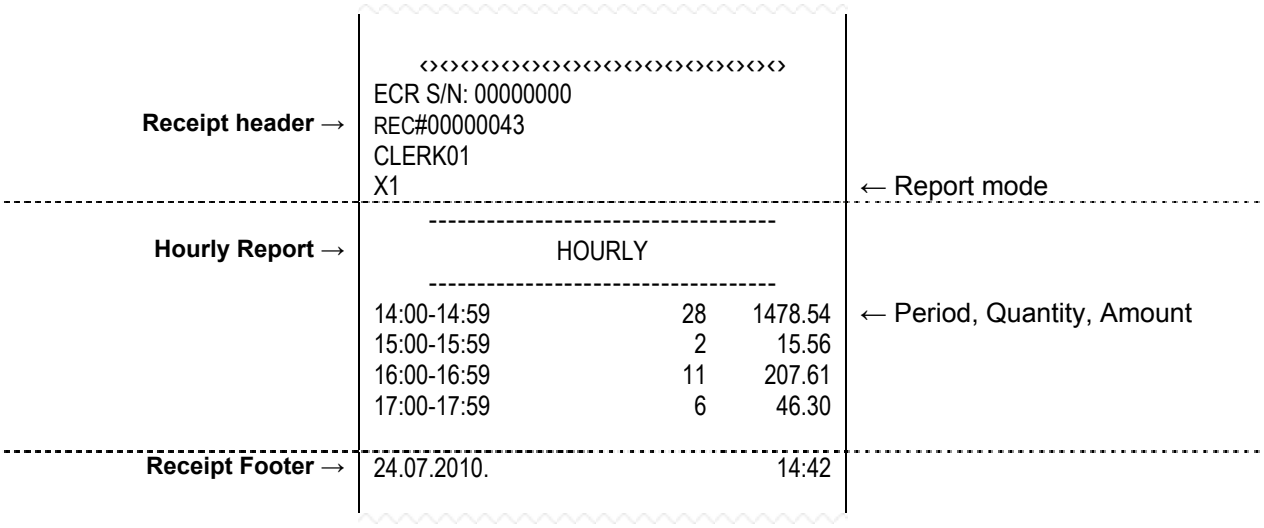
Department report sample

9.5 PLU REPORT

Receipt Header →	‹›‹›‹›‹›‹›‹›‹›‹›‹›‹›‹›‹›‹›‹›‹›‹›‹›‹›‹› ECR S/N: 00000000 REC#00000043 CLERK01 X2	← Report mode
PLU Report →	--- PLU ---	
	345 CHOCOLATE 2.000 10.00	← PLU Code ← PLU Name, Quantity, Amount
	57 ICE-CREAM 20.000 122.45	
	468 WINE 25.00 250.00	
	789 MILK -2.000 -22.00	
	978 SWEETS 1.000 -2.00	
	--- PLU TOTAL 358.45	← Total
Receipt Footer →	24.07.2010. 14:42	

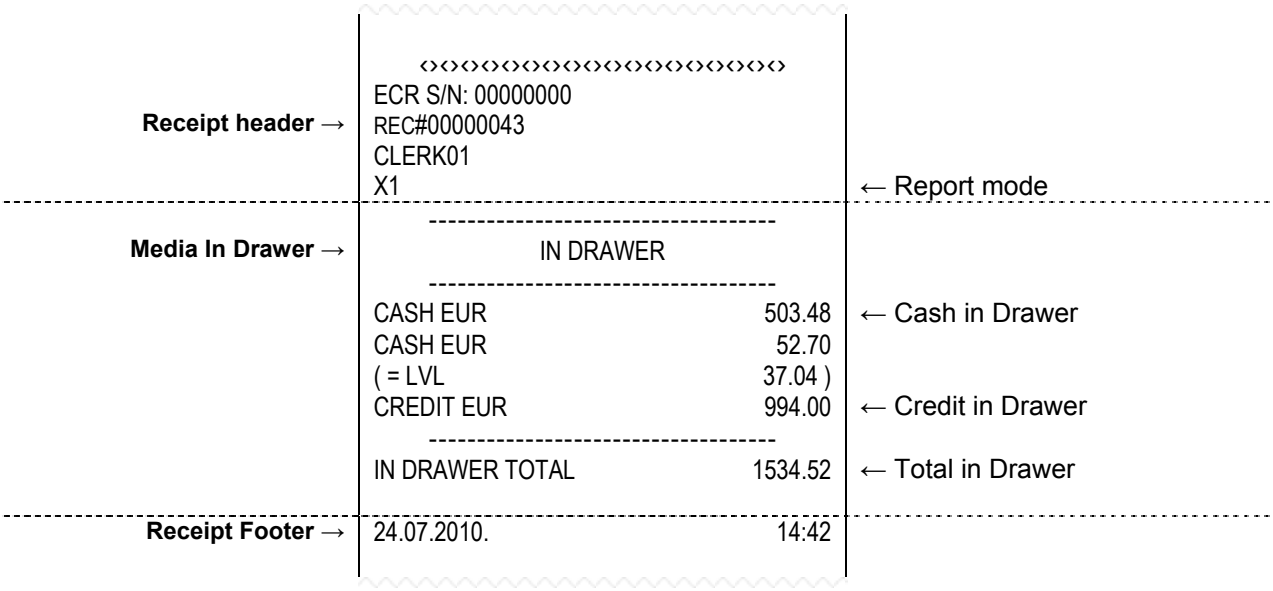
PLU report sample

9.6 HOURLY REPORT



Hourly report sample

9.7 DRAWER REPORT



In drawer report sample

9.8 CLERK REPORT

	‹›‹›‹›‹›‹›‹›‹›‹›‹›‹›‹›‹›‹›‹›‹›‹›‹›‹›‹›			
Receipt header →	ECR S/N: 00000000			
	REC#00000043			
	CLERK01			
	X2			← Report mode

	CLERK			

	CLERK 01 (ANN)			← Clerk ID# (Name)
	GROSS SALES	1	31.95	← Gross Sales, Quantity, Total
	NET SALES	1	34.39	← Net Sales
	CANCELED TRN	0	0.00	← Cancelled Transactions
	DISCOUNT	1	-2.05	← Discounts
	SURCHARGE	1	4.49	← Surcharges
	ITEM VOID	1	2.42	← Items Cancelled
	MODIFIER VOID	0	0.00	← Modifiers cancelled
	ERROR CORRECT	1	5.75	← Items corrected
	REFUNDS	0	0.00	← Items Returned

	CLERK 02 (JANE)			← Clerk ID# (Name)
	GROSS SALES	6	46.46	← Gross Sales, Quantity, Total
	NET SALES	6	46.30	← Net Sales
	CANCELED TRN	1	560.88	← Cancelled Transactions
	DISCOUNT	1	-0.16	← Discounts
	SURCHARGE	0	0.00	← Surcharges
	ITEM VOID	0	0.00	← Items Cancelled
	MODIFIER VOID	0	0.00	← Modifiers cancelled
	ERROR CORRECT	0	0.00	← Items corrected
	REFUNDS	1	-7.89	← Items Returned

Receipt Footer →	24.07.2010.		14:42	

Clerk report sample